

# STATE PERSONNEL BOARD CALENDAR



**MAY 8, 2007**

**SACRAMENTO**

**State of California**

**Memorandum**

**DATE:** April 27, 2007

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Office

**SUBJECT:** Notice and Agenda for the **May 8, 2007**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on May 8, 2007, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4<sup>th</sup> Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the May 8, 2007, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

**<http://www.spb.ca.gov/calendar.htm>**

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in black ink, appearing to read 'Karen Yu', with a stylized flourish at the end.

Karen Yu  
Secretariat's Office

Attachment



## CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • [www.spb.ca.gov](http://www.spb.ca.gov)

ARNOLD SCHWARZENEGGER, Governor



### **CALIFORNIA STATE PERSONNEL BOARD MEETING<sup>1</sup>**

801 Capitol Mall  
Sacramento, California

Public Session Location – 801 Capitol Mall  
Sacramento, California, Room 150  
Teleconference – 320 West 4<sup>th</sup> Street<sup>2</sup>  
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall  
Sacramento, California, Room 141  
Teleconference – 320 West 4<sup>th</sup> Street  
Los Angeles, California Suite 620

### **FULL BOARD MEETING – MAY 8, 2007**

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<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

<sup>2</sup>Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4<sup>th</sup> Street, Los Angeles, California.

**FULL BOARD MEETING AGENDA<sup>3</sup>**

**MAY 8, 2007**  
9:00 a.m. – 3:00 p.m.  
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(9:00 a.m. – 9:45 a.m.)**

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER – Suzanne M. Ambrose**
- 3. REPORT OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)  
– DPA Representatives**
- 4. REPORT ON THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)  
– Maeley Tom**
- 5. REPORT OF THE CHIEF COUNSEL – Elise Rose**
- 6. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

- 7. REPORT ON LEGISLATION – State Personnel Board Staff**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

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<sup>3</sup> The Agenda for the Board Meetings can be obtained at the following internet address:  
<http://www.spb.ca.gov/calendar.htm>

**(9:45 a.m. – 10:00 a.m.)**

**8. DEPARTMENT OF CORRECTIONS AND REHABILITATION'S REQUEST  
(PURSUANT TO COLEMAN LITIGATION) TO USE 3 LIMITED SCORES FOR  
EXAMINATIONS FOR MENTAL HEALTH CLASSIFICATION**

Board to vote on whether to adopt a resolution granting Department of Corrections and Rehabilitation's request.

**(10:00 a.m. – 10:30 a.m.)**

**9. ORAL ARGUMENT**

In the matter of **CASE NO. 04-2919ERPA**. Appeal from discrimination and retaliation. Physician & Surgeon, CF. Department of Corrections and Rehabilitation.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(10:30 a.m. – 10:45 a.m.)**

**10. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND  
OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(10:45 a.m. – 11:15 a.m.)**

**11. ORAL ARGUMENT**

In the matter of **CASE NO. 05-1067A**. Appeal from dismissal Investigator, DMV. Department of Motor Vehicles.

**(11:15 a.m. – 11:45 a.m.)**

**12. ORAL ARGUMENT**

In the matter of **CASE NO. 05-0929PA**. Appeal from rejection during probation.  
Health Program Manager I. Department of Health Services.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(11:45 a.m. – 12:00 p.m.)**

**13. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND  
OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**(12:00 p.m. – 1:00 p.m.)**

**LUNCH**

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(1:00 p.m. – 2:00 p.m.)**

**14. HEARING – GOVERNMENTAL PROGRAM ANALYST**

The State Personnel Board in consultation with the Department of Personnel  
Administration proposes the establishment of the new classification of  
Governmental Program Analyst.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(2:00 p.m. – 2:30 p.m.)**

**15. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND  
OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**16. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

**17. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code sections 11126(e)(1) and 18653.]

Patrick McCollum v. State of California  
United States District Court, Northern District of California  
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.  
Case No. C01-1351 THE

Colocousis, et al. v. State Personnel Board, et al.  
Sacramento Superior Court Case No. 07CS00461

**18. RECOMMENDATIONS TO THE LEGISLATURE**

Deliberations on recommendations to the legislature. [Government Code section 18653.]

**19. RECOMMENDATIONS TO THE GOVERNOR**

Deliberations on recommendations to the Governor. [Government Code section 18653.]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(2:30 p.m. – Onwards)**

**20. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULE OF MAY 18, 2007, IN SACRAMENTO, CALIFORNIA**

**BOARD ACTIONS:**

21. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF APRIL 3, 2007**
22. **EVIDENTIARY CASES - (See Case Listings on Pages 11–19)**
23. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 25–26)**
24. **NON-EVIDENTIARY CASES - (See Case Listings on Pages 19–22)**
25. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

- A. **BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**NONE**



**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD** propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

**NONE**

**26. STAFF CALENDAR ITEMS FOR BOARD INFORMATION**

**NONE**

**27. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**DEPUTY DIRECTOR, HUMAN RESOURCES, DIVISION OF SUPPORT SERVICES**

The Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Deputy Director, Human Resources, formulates and implements overarching policies, programs, and strategic direction related to personnel management services, staff development and training, recruitment and selection of peace officers, workforce planning and succession planning.

**PROGRAM DIRECTOR, PERFORMANCE MEASUREMENTS, DIVISION, CORRECTIONAL HEALTH CARE SERVICES**

The Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Program Director will provide critical subject matter expertise, develops and implements policies for program monitoring and evaluation standards and training programs related to performance measures for the delivery of health care, and have responsibility of ensuring compliance with mandated court orders.

**ASSISTANT ASSOCIATE SECRETARY, OFFICE OF LEGISLATURE AFFAIRS**

The California Health and Human Services Agency proposes to re-allocate the existing CEA position titled Assistant Secretary, Office of Program and Fiscal Affairs, to the above titled position. The Assistant Associate Secretary serves as the operational departmental coordinator of the entire legislative process and negotiates policy positions.

**CHIEF DELIVERY OFFICER**

The Department of General Services on behalf of the California Transportation Commission (CTC), proposes to allocate the above position to the CEA category. The Chief Delivery Officer will provide high level policy and project management analysis and advice to the Commission, and acts as the Commission's point person for ensuring timely and cost effective delivery of state transportation projects and compliance with the mandates of Proposition 1B.

**CHIEF, FISCAL INTERMEDIARY AND CONTRACTS OVERSIGHT  
DIVISION (FICOD)**

The Department of Health Services proposes to re-establish the existing CEA position, Chief, Medi-Cal Procurement Project, to the above CEA category. The Chief, FICOD, oversees and manages the implementation of highly complex state and federal regulatory changes relative to the maintenance of beneficiary and payment data, and ensures the implementation of new policies and procedures to maintain the confidentiality of all such data. The Chief, FICOD, establishes policy for appropriate performance standards.

**CHIEF, OFFICE OF EXECUTIVE RECRUITMENT AND PROGRAM  
PERFORMANCE MANAGEMENT (OER/PPM)**

The Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The incumbent is responsible for planning, recruitment, examination, appointment and maintenance of top leadership positions; developing policies, procedures and/or priorities; meeting routinely with the Appointments staff from the Governor's Office and collaborates with the Secretary's Office; and management oversight of Human Resources Strategic planning activities.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO  
ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**DEPUTY DIRECTOR, ENFORCEMENT DIVISION**

The Department of Fair Employment Housing's proposal to re-establish the above position to the CEA category was approved March 27, 2007.

**DEPUTY DIRECTOR, EXTERNAL AFFAIRS AND SPECIAL ADVISOR  
TO THE COMMISSION**

The Fish and Game Commission's proposal to allocate the above position to the CEA category was approved March 27, 2007.

**CHIEF, UTILIZATION MANAGEMENT DIVISION**

The Department of Health Services' proposal to allocate the above position to the CEA category was approved effective April 2, 2007.

**ASSISTANT DIRECTOR, HEALTH CARE REFORM EVALUATION**

The California Managed Risk Medical Boards' proposal to allocate the above position to the CEA category was approved effective April 4, 2007.

**28. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

**29. WRITTEN STAFF REPORT FOR BOARD INFORMATION**

Government Code Section 19683(f) requires the State Personnel Board to provide the Governor and the Legislature with an Annual Report regarding complaints filed and legal actions taken pursuant to SPB's role in the California Whistleblower Protection Act. This report covers the 2006 Calendar year. SPB staff is requesting the Board to approve this report for submission to the Governor and Legislature.

**30. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY**

**31. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Pages 23–24)**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

**A D J O U R N M E N T**

## 22. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

### A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **CASE NO. 05-0053A**

Appeal from dismissal

**Classification:** Park Maintenance Assistant

**Department:** Department of Parks and Recreation

Proposed decision rejected October 10, 2006.

Transcript prepared.

Pending oral argument February 6-7, 2007, Los Angeles.

Oral argument heard February 6, 2007.

Case ready for decision by FULL Board.

(2) **CASE NO. 05-2211A**

Appeal from dismissal

**Classification:** Senior Tax Compliance Representative

**Department:** Employment Development Department

Proposed decision rejected September 20, 2006.

Transcript prepared.

Pending oral argument February 6-7, 2007, Los Angeles.

Oral argument continued

Pending oral argument March 6-7, 2007, Sacramento.

Oral argument rescheduled to March 2, 2007, Sacramento.

Oral argument heard March 2, 2007.

Case ready for decision by FULL Board.

(3) **CASE NO. 06-1433**

Appeal from official reprimand

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

Proposed decision taken under submission December 5, 2006.

- (4) **CASE NO. 06-0188A**  
Appeal from dismissal  
**Classification:** Physician and Surgeon, CF  
**Department:** Department of Corrections and Rehabilitation
- Proposed decision rejected February 20, 2007.  
Transcript prepared.  
Pending oral argument April 3, 2007, Sacramento.  
Oral argument heard April 3, 2007.  
Case ready for decision by FULL Board.
- (5) **CASE NO. 05-0947A**  
Appeal from dismissal  
**Classification:** Housing Finance Specialist (General)  
**Department:** California Housing Finance Agency
- Proposed decision rejected July 11, 2006.  
Transcript prepared.  
Pending oral argument October 31-November 1, 2006, San Diego.  
Oral argument continued.  
Pending oral argument December 5, 2006, San Francisco.  
Oral argument heard December 5, 2006.  
Case ready for decision by FULL Board.
- (6) **CASE NO. 05-0927BA**  
Appeal for back salary determination  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation
- Proposed decision rejected December 5, 2006.  
Transcript prepared.  
Pending oral argument April 3, 2007, Sacramento.  
Oral argument heard April 3, 2007.  
Case ready for decision by FULL Board.
- (7) **CASE NO. 06-1310**  
Appeal from 14 working days suspension  
**Classification:** Regional Administrator  
**Department:** Department of Corrections and Rehabilitation
- Proposed decision taken under submission December 5, 2006.

**B. CASES PENDING**

**ORAL ARGUMENTS**

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

- (1) **CASE NO. 05-0929PA**  
Appeal from rejection during probation  
**Classification:** Health Program Manager I  
**Department:** Department of Health Services
- (2) **CASE NO. 05-1067A**  
Appeal from dismissal  
**Classification:** Investigator, DMV  
**Department:** Department of Motor Vehicles
- (3) **CASE NO. 04-2919ERPA**  
Appeal from discrimination and retaliation  
**Classification:** Physician & Surgeon, CF  
**Department:** Department of Corrections and Rehabilitation

**C. CHIEF COUNSEL RESOLUTIONS**

- (1) **CASE NO. 05-3741**  
Appeal from dismissal  
**Classification:** Medical Technical Assistant, CF  
**Department:** Department of Corrections and Rehabilitation  
Request for Order to Show Cause against Department of Corrections and Rehabilitation

**COURT REMANDS**

This case has been remanded to the Board by the court for further Board action.

- (2) **CASE NO. 00-1687A**  
Appeal from denial of reasonable accommodation  
**Classification:** Correctional Lieutenant  
**Department:** Department of Corrections and Rehabilitation

**STIPULATIONS**

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

**NONE**

**D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS**

**PROPOSED DECISIONS**

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) CASE NO. 06-3753**  
Appeal from suspension of three days  
**Classification:** Police Corporal  
**Department:** California State University, Northridge
- (2) CASE NO. 05-2401E**  
Appeal from denial of discrimination complaint  
**Classification:** Staff Services Analyst (General)  
**Department:** Department of Corrections and Rehabilitation
- (3) CASE NO. 06-1338**  
Appeal from rejection during probation  
**Classification:** Industrial Relations Counsel III (Specialist)  
**Department:** Department of Industrial Relations
- (4) CASE NO. 06-2607**  
Appeal from dismissal  
**Classification:** Youth Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (5) CASE NO. 06-2222**  
Appeals from dismissal  
**Classification:** Parole Agent II  
**Department:** Department of Corrections and Rehabilitation
- (6) CASE NO. 05-4444E**  
Appeal from denial of reasonable accommodation/retaliation  
**Classification:** Office Technician (Typing)  
**Department:** Department of Managed Health Care



- (7) **CASE NO. 06-1413**  
Appeal from five percent reduction in salary for six months  
**Classification:** Registered Nurse  
**Department:** Department of Corrections and Rehabilitation
- (8) **CASE NO. 06-2010**  
Appeal from medical termination  
**Classification:** Administrative Support Coordinator II  
**Department:** California State University, Los Angeles
- (9) **CASE NO. 06-1756**  
Appeal from punitive transfer  
**Classification:** Prison Industries Manager (General)  
**Department:** Prison Industries Authority
- (10) **CASE NO. 05-3008**  
Appeal from dismissal  
**Classification:** Officer  
**Department:** Department of the California Highway Patrol
- (11) **CASE NO. 06-1229**  
Appeal from dismissal  
**Classification:** Parole Agent I  
**Department:** Department of Corrections and Rehabilitation
- (12) **CASE NO. 06-4212**  
Appeal from suspension for two weeks  
**Classification:** Parole Agent III  
**Department:** Department of Corrections and Rehabilitation
- (13) **CASE NO. 06-3582**  
Appeal from “forced leave”  
**Classification:** Rehabilitation Therapist, State Facilities  
(Music-Safety)  
**Department:** Department of Mental Health

**PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING**

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

**NONE**

**PROPOSED DECISIONS AFTER BOARD REMAND**

- (14) **CASE NO. 05-2327ER**  
Appeal from denial of discrimination complaint  
**Classification:** Correctional Counselor II (Specialist)  
**Department:** Department of Corrections and Rehabilitation
- (15) **CASE NO. 06-4349R**  
Appeal from denial of discrimination complaint  
**Classification:** Senior Special Investigator  
**Department:** Department of Developmental Services

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

NONE

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **CASE NO. 06-1556P**  
Appeal from rejection during probation  
**Classification:** Heavy Fire Equipment Operator  
**Department:** Department of Forestry and Fire Protection
- (2) **CASE NO. 06-0014P**  
Appeal from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (3) **CASE NO. 06-0448P**  
Appeal from five percent reduction in salary for six months  
**Classification:** Stationary Engineer  
**Department:** Department of Corrections and Rehabilitation
- (4) **PSC NO. 06-03, CASE NO. 07-0806P**  
Appeal from the Executive Officer's disapproval of Unarmed Security Guard Services  
**Department:** California Highway Patrol and Inter-Con Security Systems, Inc.

### **WHISTLEBLOWER NOTICE OF FINDINGS**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

**NONE**

### **F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

**(1) CASE NO. 05-1007EA**

Appeal from denial of discrimination complaint

**Classification:** Outside contractor

**Department:** Department of Transportation

Proposed decision rejected December 19, 2006.

Pending oral argument April 3, 2007, Sacramento.

Oral argument continued.

**(2) CASE NO. 03-3412A**

Appeal from rejection during probation

**Classification:** Correctional Counselor II (Supervisor)

**Department:** Department of Corrections and Rehabilitation

Petition for rehearing granted April 3, 2007.

Transcript prepared.

**(3) CASE NO. 06-0760A**

Appeal from rejection during probation

**Classification:** Parole Agent I (Adult Parole)

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected November 14, 2006.

Transcript prepared.

Pending oral argument February 6-7, 2007, Los Angeles.

Oral argument continued.

Pending oral argument May 8, 2007, Sacramento.

Oral argument continued.

- (4) **CASE NO. 06-0235A**  
Appeal from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
  
Proposed decision rejected January 9, 2007.  
Transcript prepared.  
Pending oral argument May 8, 2007, Sacramento.  
Oral argument continued.
- (5) **CASE NO. 06-3023A**  
Appeal from ten percent reduction in salary for three months  
**Classification:** Psychiatric Technician  
**Department:** Department of Corrections and Rehabilitation  
  
Proposed decision rejected March 2, 2007.  
Transcript prepared.
- (6) **CASE NO. 05-2888PA**  
Appeal from dismissal  
**Classification:** Staff Services Analyst (General)  
**Department:** Department of Consumer Affairs  
  
Petition for rehearing granted October 31, 2006.  
Transcript prepared.  
Pending oral argument March 2 2007, Sacramento.  
Oral argument continued.  
Pending oral argument June 5-6, 2007, Sacramento.
- (7) **CASE NO. 05-1285A**  
Appeal from dismissal  
**Classification:** Public Safety Dispatcher II  
**Department:** Department of California Highway Patrol  
  
Proposed decision rejected January 9, 2007.  
Transcript prepared.  
Pending oral argument June 5-6, 2007, Sacramento.  
Oral argument continued.
- (8) **CASE NO. 05-0929PA**  
Appeal from rejection during probation  
**Classification:** Health Program Manager I  
**Department:** Department of Health Services  
  
Petition for Rehearing granted February 20, 2007.  
Pending oral argument May 8, 2007, Sacramento.

- (9) **CASE NO. 05-1067A**  
Appeal from dismissal  
**Classification:** Investigator  
**Department:** Department of Motor Vehicles  
  
Proposed decision rejected January 9, 2007.  
Transcript prepared.  
Pending oral argument May 8, 2007, Sacramento.
- (10) **CASE NO. 04-2919ERPA**  
Appeal of discrimination and retaliation  
**Classification:** Physician and Surgeon  
**Department:** Department of Corrections and Rehabilitation  
  
Petition for rehearing granted September 20, 2006.  
Transcript prepared.  
Pending oral argument February 6-7, 2007, Los Angeles.  
Oral argument continued.  
Pending oral argument May 8, 2007, Sacramento.

**24. NON-EVIDENTIARY CASES**

**A. WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES HEARD BY A STAFF HEARING OFFICER**

**NONE**

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

- (1) **CASE NO. 05-3627**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; four Driving Under the Influence (DUI) convictions.
- (2) **CASE NO. 05-4156**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; two DUI/ Wet Reckless convictions.

- (3) **CASE NO. 05-1687**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; DUI probation.
- (4) **CASE NO. 06-0225N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; three DUI convictions.
- (5) **CASE NO. 05-2508**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; one DUI conviction.
- (6) **CASE NO. 05-0238**  
**Classification:** Youth Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; one DUI conviction.
- (7) **CASE NO. 05-3689**  
**Classification:** Motor Vehicle Field Representative  
**Department:** Motor Vehicles  
**Issue:** Suitability; negative employment history.
- (8) **CASE NO. 05-1675**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; one DUI conviction.
- (9) **CASE NO. 05-3230**  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; Minimum Qualifications.
- (10) **CASE NO. 05-2876**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; four DUI convictions.

**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

- **CASE NO. 06-2606N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- **CASE NO. 06-2797N**  
**Classification:** Cadet, CHP  
**Department:** California Highway Patrol
- **CASE NO. 06-4505N**  
**Classification:** Investigator I, ABC  
**Department:** Alcoholic Beverage Control
- **CASE NO. 06-3077N**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- **CASE NO. 06-2297**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS**  
**MINIMUM QUALIFICATIONS**  
**MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**NONE**

**D. RULE 211 APPEALS**  
**RULE 212 OUT OF CLASS APPEALS**  
**VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

**NONE**

**E. REQUEST TO FILE CHARGES CASES**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

**(1) CASE NO. 05-0483**

**Classification:** N/A – Member of the Public

**Department:** Department of Corrections & Rehabilitation

**Issue:** The charging party request charges be filed against the charged party for violations of various subsections of Government Code § 19572.

**PETITIONS FOR REHEARING CASES**

**NONE**



**SUBMITTED**

**1. TEACHER STATE HOSPITAL (SEVERELY), ETC.**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**2. VOCATIONAL INSTRUCTOR (SAFETY) (VARIOUS SPECIALTIES)**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**3. TELEVISION SPECIALIST (SAFETY)**

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

**4. HEARING – Personal Services Contract #04-03**

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

**5. HEARING**

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

**6. CASE NO. 05-0947A**

Appeal from dismissal. Housing Finance Specialist (General). California Housing Finance Agency. (Oral argument held December 5, 2006.)

**7. CASE NO. 06-1814**

Appeal from official letter of reprimand. Correctional Officer. Department of Corrections and Rehabilitation. (Presented to Board December 5, 2006.)

**8. CASE NO. 06-1310**

Appeal from 14 working days' suspension. Regional Administrator. Department of Corrections and Rehabilitation. (Presented to Board December 5, 2006.)

**9. HEARING – PUBLIC HEARING ON PROPOSED COST SAVINGS  
REGULATIONS UNDER GOVERNMENT CODE SECTION 19130, SUBDIVISION (A)**

(Hearing held January 9, 2007 and April 3, 2007.)

**10. CASE NO. 05-0053A**

Appeal from dismissal. Park Maintenance Assistant. Department of Parks and Recreation. (Oral argument held February 6, 2007.)

**11. CASE NO. 05-2211A**

Appeal from dismissal. Senior Tax Compliance Representative. Employment Development Department. (Oral argument held March 2, 2007.)

**12. CASE NO. 05-3741**

Appeal from dismissal. Medical Technical Assistant, CF. Department of Corrections and Rehabilitation. Request for Order to Show Cause against Department of Corrections and Rehabilitation. (Presented to the Board March 2, 2007.)

**13. CASE NO. 06-0188A**

Appeal from dismissal. Physician & Surgeon, CF. Department of Corrections and Rehabilitation. (Oral argument held April 3, 2007.)

**14. CASE NO. 05-0927BA**

Appeal for back salary determination. Correctional Sergeant. Department of Corrections and Rehabilitation. (Oral argument held April 3, 2007.)

**NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

**GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

**WHEREAS**, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

**WHEREAS**, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

**WHEREAS**, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

**WHEREAS**, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

\* \* \* \* \*



1

(Cal. 05/08/07)

TO: ALL INTERESTED PARTIES

FROM: State Personnel Board - Executive Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. There may be a verbal presentation at the May 8, 2007 Board Meeting on any legislative action that has taken place that will be of interest to the Board.

Please contact the Secretariat at (916) 653-0429 if you should have any questions. Legislative inquiries may also be directed to the Chief Counsel's Office at (916) 653-1403.

A handwritten signature in black ink, appearing to read 'Karen Yu'.

Karen Yu  
Secretariat's Office



May 8, 2007

TO: STATE PERSONNEL BOARD

FROM: Karen Coffee, Chief  
Merit Employment and Technical Resources Division

SUBJECT: Proposed establishment of the Governmental Program Analyst Classification with a one-year probationary period.

## PROPOSAL:

Over the next few years all state departments are anticipating a hiring crisis of huge proportions as close to 30 to 40% of state workers reach retirement age. Professional employment classifications are already experiencing recruitment and retention difficulties. The State Personnel Board staff is proposing to facilitate the recruitment and entry of recent college graduates into state service by developing a new classification specifically targeted for college students and a new internet-based testing process that will be available to anyone who wishes to take the test at any time.

In consultation with the Department of Personnel Administration (DPA), the Union (SEIU), and state departments, SPB has developed a new classification titled "Governmental Program Analyst" that has one minimum qualification pattern: Graduation with a Bachelor's degree from a recognized four-year accredited college (with early entry feature that allows registered Seniors to compete).

This full journey person level classification focuses on core competencies, such as written and oral communication, analytical ability, and research methods and data interpretation. These fully developed competencies distinguish the proposed class from the Staff Services Analyst classification which focuses on work at the trainee level through journey level and the development of required competencies.

Ideally this classification will be at the same level as the Staff Services Analyst, Range C classification with a provision to hire above the minimum salary step for exceptional candidates. This will eliminate the need for allocation standards and potential out of class claims and will provide department's maximum staffing flexibility. SPB staff does recognize that salary determination is the prerogative of DPA and SEIU. No changes are proposed to the current classification of Staff Services Analyst and it would remain an avenue for upward mobility within state service. Transfers into the new class shall not be permitted and that a one year probationary period be established.

State Personnel Board staff proposes the use of an internet based Life Experience Questionnaire testing instrument administered on an open continuous basis. The test will focus on the needed core skills, identifying training, education, background and experiences that are necessary for entry into the class. The testing system will allow state departments the ability to sort for specific skills and allow for better use of the eligible list and a better job person match. The test and resulting eligible list will be provided by the State Personnel Board for use by all departments at no cost.

## CONSULTED WITH:

Daryll Tsujihara, Department of Personnel Administration  
Debbie True, Department of Personnel Administration  
Margarita Maldonado, SEIU  
Kathleen O'Connor, SEIU

## RECOMMENDATIONS:

1. That the classification of Governmental Program Analyst be established;
2. That the proposed specification for the class as shown in this calendar be adopted;
3. That the probationary period be established as twelve months;
4. That all existing classes which list Staff Services Analyst, Range C in their Minimum Qualification patterns be revised to include an equal amount of time for the Governmental Program Analyst; and
5. That no transfers will be allowed into the Governmental Program Analyst classification.

## CLASSIFICATION CONSIDERATIONS

**Instructions:** Complete after if Concept (Part A) is approved by DPA. Answer all applicable questions, providing enough information to support your proposal. Return this with a signed transmittal form to your DPA and SPB Analysts.

### Background

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

Over the next three to five years California State Departments are facing an unprecedented number of employees reaching retirement age. It is estimated that upwards of 30-40% of the state workforce will be eligible for retirement within the next five years. It is imperative that the State of California plan for the loss of a significant portion of its workforce due to retirement and create recruitment strategies to address the need to replace its workforce.

It has become difficult to attract and hire recent college graduates into State service. Recruitment of recent college graduates has become increasingly competitive between public and private sectors. The current avenue available to bring college graduates from outside State government into California State service is through the Staff Services Analyst (SSA) classification. Recent statistics demonstrate that close to 80% of appointments into the SSA classification are through transfers and are not list appointments.

In order for State Departments to be competitive with the private sector and other public sector employers, they must be able to quickly identify qualified candidates and make job offers. The current process of requiring college graduates to compete in a validated written examination requires individuals to appear at a test site in Sacramento. Seating is limited and the test center is operating at full capacity. As a result many individuals who want to take the SSA examination are not able to secure a testing appointment.

Following the Information Technology model, this problem must be addressed in a broad a systems approach. A selection process is only as good as the classification on which it is based. The SSA classification is fraught with problems and is no longer facilitating the entry of college graduates into State service. To resolve this problem requires both a new classification and a new selection process.

The State Personnel Board (SPB) staff after consultation with the Department of Personnel Administration (DPA) and the Union (SEIU) are proposing to facilitate the recruitment and entry of recent college graduates into state service by developing a new classification specifically targeted for college students and a new internet-based testing process that will be available to anyone who wishes to take the test at any time. SPB will develop a "Life Experience Questionnaire" (LEQ) which will be internet based, thereby allowing the automated processing and testing of candidates with immediate list eligibility. Candidates who are college graduates will complete the internet questionnaire and receive additional credit for work and school experience that likely enhances their ability to perform the job successfully. This information will reside in a searchable database that can be accessed by hiring departments and supervisors in order to select



those individuals from the eligible list who best meet the requirements for specific vacancies.

The proposed new classification titled Governmental Program Analyst (GPA) will be the full journeyman level, and will be at the same level as the current Staff Services Analyst, Range C classification, which has been considered entry level professional into state service. The class specification for the GPA is based on Core Competencies identified by a professionally conducted job analysis which identifies specific areas of skill and expertise required to successfully perform the job.

The proposed new classification GPA will have one minimum qualification pattern: Graduation with a Bachelor's degree from a recognized four-year accredited college (with an early entry feature that allows registered Seniors to compete in the examination). Transfers into this class shall not be permitted.

### Classification Considerations

2. What classification(s) does the subject class(es) report to?  
The GPA is proposed to be a service wide class, that can be utilized by all state departments. While the reporting structures within each department may vary, generally GPAs will be reporting to positions at the Staff Services Manager level or higher.
3. Will the subject class(es) supervise? If so, what class(es)?  
N/A, the GPA is not proposed as a supervisory class.
4. What are the specific duties of the subject class(es)?  
Incumbents will provide independent professional level analysis, research and technical assistance in one or more staff services areas. Incumbents perform above average responsible, varied and complex technical analytical staff services assignments such as program evaluation and planning, management, and personnel analysis. Incumbents gather, compile, organize, analyze and interpret data, make recommendations and disseminate information through oral presentations, reports, memos, graphs, and charts and provide consultative services to management and others.
5. What is the decision-making responsibility of the subject class(es)?  
Incumbents in the GPA are expected to be performing analytical duties at the full journeyman level. Incumbents must have the ability to conduct research and make independent decisions and recommendations after assessing relevant data and information.
6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)  
Incumbents in the GPA classification will be responsible for making program level recommendations which may impact departmental policies and practices. Consequence of error is high and could negatively impact departments by causing program problems, lost funding, etc.
7. What are the analytical requirements expected of incumbents in the subject class(es)?  
This is the full journeyman level analyst class. Incumbents are typically subject matter generalists who have demonstrated possession of intellectual and analytical abilities,

decision making skill, and personal qualifications to succeed in a variety of staff services roles.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

Incumbents advise management on impact or potential impact of proposed courses of action relevant to a broad range of governmental and managerial problems that may be interdisciplinary in nature. Incumbents may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects, represent the State or a given department as assigned to interested stakeholders for specific programs or projects.

### **Need for New Class (if necessary)**

9. For new classes only: what existing classes were considered and why were they not appropriate?

Historically the SSA classification has been utilized for recruitment purposes of college graduates, and has been considered the entry level professional into state government. Over time, State departments have begun to make appointments into the SSA class through transfers and have not made list appointments to the class thereby eliminating the avenue for college graduates to enter into State government. Job analysis conducted for the SSA classification has determined that many of the incumbents currently appointed to the entry SSA positions are actually performing clerical rather than analytical duties. Additionally, salaries of clerical classes have overtaken the the SSA salary which may no longer be competitive to attract college graduates.

The GPA has been developed to specifically target the recruitment of college graduates, to facilitate a time efficient method for hiring them into state government and to bring them in at the full working level. No existing classes were determined to adequately meet this need.

### **Minimum Qualifications**

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation with a Bachelor's degree before they can be considered eligible for appointment.)

One pattern is proposed for the new GPA class, graduation from a recognized accredited four-year college or university. Additionally, it is proposed that no transfers be permitted into the GPA classification. The proposed GPA has been determined to be at the full journey person level. Development of the proposed GPA class was based on data collected from two Job Analyses for the SSA classification, and a review of public sector and private sector classes and hiring processes.

**Probationary Period**

☐ The probationary period is six months

11. If a probationary period other than six months is proposed, what is the rationale?

A twelve month probationary period is proposed to provide adequate time to evaluate an incumbent's performance on the job and is consistent with similar professional classes.

**Status Considerations**

12. What is the impact on current incumbents?

None. No transfers will be permitted into the proposed new GPA class. The GPA is a proposed new classification. Further, State Departments will not be required to utilize the GPA class. State Departments can assess their individual needs and will have the ability to utilize the GPA class if they determine the class will meet their needs. The intent of the creation of the GPA class is not to impact Departmental use of the SSA classification or program specific classes, simply to provide a new classification at the full working level for the purposes of recruiting college graduates.

Additionally it is proposed that all existing classifications which list the existing SSA, Range C class in their Minimum Qualifications be modified to include an equal amount of time to the existing MQ pattern for the proposed new GPA classification.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

N/A, the proposal to create the GPA does not include automatic movement of current employees. Appointments to the GPA class must be made through list eligibility. Employees who meet the Minimum Qualifications have the option to take the examination to attain list eligibility. Transfers will not be permitted into the proposed new GPA class.

**Consulted With**

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Daryll Tsujihara, Department of Personnel Administration

Debbie True, Department of Personnel Administration

Margarita Maldonado, SEIU

Kathleen O'Connor, SEIU

## CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code:	
Class Code:	
Established:	5/1/07
Revised:	----
Title changed:	----

## GOVERNMENTAL PROGRAM ANALYST

## DEFINITION

Under supervision, incumbents provide professional level analysis, research and technical assistance in one or more staff services areas. Incumbents independently perform above average responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis. Incumbents gather, compile, organize, analyze and interpret data, make recommendations and disseminate information through oral presentations, reports, memos, graphs and charts and provide consultative services to management or others. This is the full journey person level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual and analytical abilities, decision making skill, and personal qualifications to succeed in a variety of staff services roles.

## TYPICAL TASKS

Incumbents are assigned above average analytical work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. Incumbents may be assigned to work independently as departmental representatives on complex and controversial intergovernmental projects. Incumbents conduct and/or review analytical studies and surveys; formulate policy recommendations and procedures, program alternatives and make recommendations on a broad spectrum of administrative and program related problems and issues. Incumbents review and analyze proposed legislation and advise management on the impact or potential impact; act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.

## MINIMUM QUALIFICATIONS

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation with a Bachelor's degree or its equivalent before they can be considered eligible for appointment.)

## REQUIRED COMPETENCIES

**Analysis and Problem Solving:** ability to break down problems into components and recognize interrelationships; generates a range of alternative solutions and courses of action with benefits, costs, and risks associated with each.

**Reading Comprehension:** ability to understand and interpret written material, readily locate relevant details, facts and specifications needed and apply that information to specific situations.

**Mathematical Skill:** shows the mathematical and quantitative reasoning and insight needed to perform essential job functions; accurately construct/interpret graphical presentations of quantitative information such as charts, tables, and graphs.

**Attention to Detail:** show a high level of care and thoroughness in handling the details of the job; check work to ensure completeness and accuracy; maintain focus and quality under distracting working conditions with high workload.

**Action and Results Focus:** stays clear and focused on what is expected or needs to be accomplished; gets things done well and efficiently.

**Self Management:** prioritizes tasks with respect to importance and deadlines; adjusts priorities as situations change.

**Initiative and Innovativeness:** readily spots/identifies current and potential problems and opportunities for improvement; approaches problems with novel, resourceful, or imaginative solutions.

**Written Communication:** uses correct vocabulary, grammar, sentence structure, spelling and punctuation in order to present information clearly and in an organized manner; varies content, tone and style to suit the purpose and intended audience.

**Oral Communication:** uses correct vocabulary and grammar to present information/ideas clearly and in an organized manner, according to audience and purpose.

**Negotiating:** works from a strong knowledge base to establish rapport and trust with other parties in order to reach agreeable deals or compromises.

**Relationship Building:** develops and maintains cooperative working relationships and continuously works to improve relationships, contacts, and networks.

**Customer Focus:** shows interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group, or organizational level.

**Planning and Organizing:** determines the logically necessary sequence of activities and the efficient level of resources needed to achieve a goal; anticipates problems and mitigates risks.

**Valuing Diversity:** understands the benefit of having differing backgrounds and points of view in the workplace, leverages those differences to contribute to effective decision making.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to work independently doing routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility.

**TRANSFERS INTO THIS CLASSIFICATION WILL NOT BE PERMITTED.**

**STATE PERSONNEL BOARD**

**NON-HEARING CALENDAR**

**RE: BOARD DATE MAY 8, 2007**

(Cal. 05/08/07)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT :** Non-Hearing Calendar Items for Board Action

**NONE PRESENTED**

500

(Cal. 05/08/07)

**MEMO TO** : STATE PERSONNEL BOARD

**FROM** : KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT** : Staff Calendar Items for Board Information

**NONE PRESENTED**